

2011-2012 Follow-Up Data Entry Instructions

On the eTIGER home page, in the menu on the left, there are three links related to Secondary Placement Data Reporting:

1. **Follow-up Entry** - under "Class/Course Rosters", to enter survey results
2. **District Approval** - under "Utilities", to approve system follow-up data
3. **Follow-up Report** - under "Reports", to generate the Follow-up Report

Due to the merger of eTIGER and EIS, beginning from the 2010-2011 school year, a follow-up concentrator list will be generated from two different data sources, **ICR** (eTIGER database) and **EIS** (EIS database). The only different data process between ICR and EIS is the save procedure. The changes of data to ICR are a real-time process (save to database and show on the screen immediately); the changes of data to EIS are a batch process (show in pink as pending and process overnight to save to database).

Prepare Concentrator List for Follow-up Report of 2011-2012

On eTIGER, the follow-up data entry list of the year is generated automatically based on the **grade** and **concentrator status** of the students. This final follow-up data entry list may need adjustments due to some CTE concentrators:

- 1) delaying their graduation;
- 2) graduating early;
- 3) becoming a concentrator in more than one program area; or
- 4) being indicated in the same program for more than one time.

To view the follow-up concentrator list from eTIGER

1. Log on to eTIGER.
2. Click on "Follow-up Entry" under "School/Course Rosters".
3. Select school year of "2011-2012"; you may also select school and program area to speed up the data retrieval. (If it times out, click "generate list" again. When there is internet traffic, the second trial sometimes will speed up the process. Otherwise try to generate the list during off hours.)
4. Check column of "Perkins Version" listed all "4".
5. Column "Data Source" indicates where the record's retrieved from.

Exclude the duplicate concentrators from the list

1. Check "Exclude" on the follow-up data entry screen of the student.
2. Put "duplicate" in "comments" to indicate this student is a duplicate concentrator to be excluded.
3. Click "Save Follow-up Data" to save the excluding checkmark and comment.
4. Records with "Exclude" checked will be able to be excluded from the follow-up report. (Select "No" for "Report Excluded" at Follow-up Report screen.)

Note: Be aware that you may have duplicate concentrators in the same program area (need to be corrected) or in different program areas (exclude from the report).

Correct the duplicate concentrator in the same program area (change concentrator status)

Though a CTE student may possibly become a concentrator in different program areas if he or she meets the Perkins IV concentrator definition of "earned three credits in a program area", the same student can only become a concentrator in the same program area **ONE** time.

If the duplicate concentrators listed on “follow-up entry” screen are in the same program area, follow the steps below to correct data:

1. Collect the following information on a duplicate concentrator from “Follow-up Entry” screen – school, student’s name, State ID, course number, and year the course was taken.
2. Go back to the course listed to change the concentrator’s status of this student. You may need to un-attest the class (to allow the update) and re-attest the class (to assure the accuracy of the data). Also refer to “Teacher Tutorial” page 28-31 for the details of changing concentrator’s status.
3. The changes of concentrator’s status may take an extra day for extract process (if the data source is EIS). Click on “Follow-up Entry” and select school year “2011-2012” again. The duplicate concentrators in the same program area should have been removed from the list.

To place a CTE concentrator who will graduate later than scheduled to the correct follow-up school year

Any graduated concentrator will be reported at the following year after they graduated. Therefore there is a need to adjust the follow-up report year for any late graduation student.

1. Click on “Follow-up Entry” and select the originally expected follow-up school year, 2011-2012, if this concentrator was scheduled to graduate in 2010-2011 school year and follow-up in 2011-2012.
2. Find the student on the list, change the “Report Year” of this student to the expected follow-up, 2012-2013, (a year after the graduation; assume this student will graduate in 2011-2012 school year). Please also indicate the reason “Late Graduation” in “comments” column.
3. Click “Save Follow-up data” at the bottom of the screen.
4. This student will be removed from 2011-2012 follow-up entry screen and placed into the year, 2012-2013, just selected.
5. It may take an extra day for extract process (if the data source of changed record is EIS).
6. Change 2012-2013 for the “Report Year” on the top of the follow-up data entry screen to make sure that this newly placed student is listed.

To place a CTE concentrator who graduated earlier than scheduled to the correct follow-up school year

Any graduated concentrator will be reported at the following year after they graduated. Therefore there is a need to adjust the follow-up report year for any early graduation student.

1. Click on “Follow-up Entry” and select the originally expected follow-up school year, for example 2012-2013, if this concentrator was scheduled to graduate in 2011-2012 school year and follow-up in 2012-2013.
2. Find the student on the list; change the “Report Year” of this graduated student (actually graduated in 2010-2011) to the follow-up, 2011-12. Please also indicate the reason “Graduated Earlier” in “comments” column.
3. Click “Save Follow-up Data” at the bottom of the screen.
4. This student will be removed from 2012-2013 follow-up entry screen and added into this year, 2011-2012, just selected.
5. It may take an extra day for extract process (if the data source of changed record is EIS).
6. Change 2011-2012 for the “Report Year” on the top of the follow-up data entry screen to make sure that this newly placed student is listed.

Entering Follow-up Survey Results

Click "Follow-up Entry" under "Class/Course Rosters" to enter your survey results. Be sure to verify the concentrator's name and State ID before entering any survey results. (Email Tina at Tina.McNeal@tn.gov if a student's name or State ID is incorrect.)

1. Select current "Report Year", 2011-2012. At your convenience, you may generate the concentrator list not only for the whole system, but also for the selected "School" or "Program Area" or "School" and "Program Area". The more you can narrow it down, the sooner you can pull out the list. (If time out, click "generate list" again. When there is internet traffic, the second trial sometimes will speed up the pulling process. Otherwise try at the off-pick hours later on.)
2. Then click "Generate List" to retrieve the list of concentrators. You can change the number of "Records per Page" from "15" (default) to any number in order to list a different amount of concentrators at one time.
3. "Grad Type Incl/Cohort" is a newly added reference column which displays the information of the graduation diploma type and if this student is included in the 2007 cohort group. For CAR follow-up purposes, not only the graduated cohort concentrators will be included in the report but **ALL** graduates of the school year will be included.
4. Click the following columns to enter the data:
 - a. Graduated (**Only graduated concentrators will be included in Perkins CAR Report.**)
 - b. Post-Secondary
 - i. Post-Secondary Institution Enrolled, click to select the post secondary institution from the dropdown list. (Email Tina to add a new institution if it is not listed.)
 - ii. Took Remedial Courses
 - iii. Used Dual Credits
 - iv. Tech Prep (articulated course credits/dual credits awarded)
 - v. Licenses or Certificates (post-secondary licenses or certificates awarded)
 - c. Military
 - d. Employed
 - e. Not_Placed (not in post-secondary, military, or employed)
 - f. Not_Located (can't be reached for the survey)
 - g. Other (can't be reported to above "b" through "f", also put explanation in "Comments")
 - h. Related to High School CTE area of concentration
 - i. Yearly Earning is collected in 2011-2012 for LEA reference but not report.
5. Click "Exclude" if you choose not to include this concentrator in the follow-up survey and indicate the reason in the "Comments" column.
6. In all records, the "Report Year" should be listed as "2011-2012".
7. Use the "Comments" column to include any explanation of changes to the data.

Note: Be sure to click "Save Follow-up Data" frequently to avoid data loss.

(There is a 20-minute maximum idle period for *eTIGER*). It may take an extra day for extract process (if the data source of changed record is EIS) to save the reported data.

Approving System Follow-up Data

This is the last step of reporting the follow-up survey.

1. Click "District Approval" under "Utilities" and make sure you select the correct school year, 2011-2012.
2. On the "District Approval" window, click "Approve Follow-up Correct" to approve the follow-up results. Your follow-up data are locked in *eTIGER* after approval.
3. If you need to modify follow-up data, remove the lock on the data by selecting "Cancel Approved Follow-up Correct" after clicking "District Approval".
4. Be sure to approve your data again. Only the approved data will be included in the State School Report Card and Perkins Report.

Generating the Follow-up Report

1. Click "Follow-up Report" under "Reports" to generate the follow-up report. It may take an extra day for extract process (if the data source of changed record is EIS) to save the reported data before showing on the report.
2. You can generate the follow-up report not only for the whole system, but also for the selected "School" or "Program Area" or "School" and "Program Area". The more you can narrow it down, the sooner you can pull out the report.
3. You may also select to exclude or not exclude the concentrators indicated in "Follow-up Entry" for your report. **Select "No" for "Report Excluded" to NOT include duplicate concentrators and generate only the 2011-2012 Perkins IV concentrators' follow-up results.**
4. The response percentage of the following columns are calculated and show at the bottom of the report:
 - a. Competency Attained 75% or More
 - b. Graduated
 - c. Post-Secondary
 - i. Post-Secondary Institution Enrolled
 - ii. Took Remedial Courses
 - iii. Used Dual Credits
 - iv. Tech Prep
 - d. Licenses or Certificates
 - e. Military
 - f. Employed
 - g. Not_Placed
 - h. Not_Located
 - i. Other
 - j. Related to High School CTE Area of Concentration
5. Survey Response Rate and 5S1, Secondary Placement, Core Indicator of the Perkins Report are included in the report.
6. You can save the follow-up report in HTM/HTML format and then open from Excel to manipulate the reported follow-up data.